

CHEAT SHEET: PROPOSAL STAGE

USCCR

Regional Programs Unit



OBJECTIVE:

Draft and submit project proposal for approval

KEY DECISION:

Determine the scope of the project and how it fits into the Commission's jurisdiction

TIMELINE

1 to 3 months

COMMITTEE MEMBERS

1. Share articles, documents, and other background information about the topic and its impact within the Committee's geographic jurisdiction with Committee members and staff
2. Conduct outreach to stakeholders as appropriate to ensure viability of the topic and prepare to hear testimony
3. Coordinate with staff to draft project proposal. Review and provide edits on draft proposals as appropriate.
4. Vote on adoption of project proposal at public meeting

DFO

1. Provide advice on scope and jurisdiction to Committee
2. Assist in stakeholder outreach
3. Follow advice of Committee and draft the proposal as necessary

SUPPORT SPECIALIST

1. Coordinate distribution of draft proposal in advance of meeting

DELIVERABLES + ACTIONS STEPS

1. Project Proposal adopted by Committee
2. Proposal anticipated within one week
3. Distribute proposal to stakeholders / panelists and write press release announcing the Committee study